Process for Visiting Carlos Rosario School

Our school receives many requests for visits and for classroom observations. We would like to coordinate the visits for reporting purposes and to be sure we do not overwhelm any one teacher with too many observations. We must also be sure we maintain our students’ privacy and our school’s good reputation. The following process is required:

- The person requesting a visit must email the principal, Dr. Ryan Monroe (rmonroe@carlosrosario.org), or vice principal at least a week in advance. The principal or vice principal will arrange the observation with the teacher’s direct supervisor.

- The email needs to state the organization that visitor is coming from and the purpose of the visit. The email needs to provide possible dates, times and duration as well as the preferred level of ESL or program to be visited.

- The visitor must agree to show the principal or vice principal any subsequent written report of the visit.

- The visitor must agree not to use any student identifying information in their report.

- The visitor may be required to use a pseudonym to refer to the school: E.g. “Adult learning center in the DC area”

- The principal or vice principal will organize the visit and ensure that the observed teachers and direct supervisors are aware and prepared ahead of time.

The principal’s email is rmonroe@carlosrosario.org.